Monarch Conservation Database
Web Application Tutorial
for Backyard Gardens

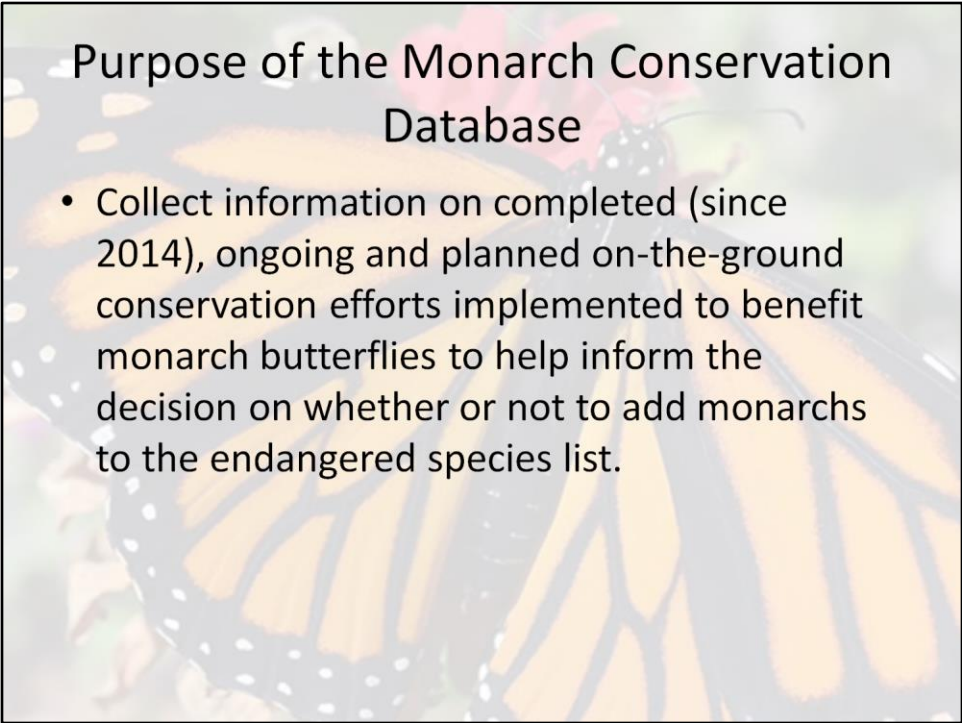Contact us any time at:
FW3_monarchconservation@fws.gov

Visit us any time at:
https://www.fws.gov/savethemonarch/mcd.html

- Hello and welcome to the Monarch Conservation Database Web Application tutorial for Backyard Gardens. My name is Steve Choy and I am coordinating the development of the Monarch Conservation Database, or MCD for short. This tutorial will walk users through the process of registering for access to the MCD web application, identifies required information and demonstrates how to enter your effort.

Purpose of the Monarch Conservation Database

- Collect information on completed (since 2014), ongoing and planned on-the-ground conservation efforts implemented to benefit monarch butterflies to help inform the decision on whether or not to add monarchs to the endangered species list.

- First, I thought I'd review the overarching purpose of the Monarch Conservation Database, which is to collect information on recently completed, ongoing and planned on-the-ground conservation efforts implemented to benefit monarch butterflies to help inform the decision on whether or not to add monarchs to the endangered species list.

Who does this tutorial apply to?

- Those with efforts that are NOT associated with a plan
  - A plan is a conservation agreement, conservation plan, management plan, or similar document approved by Federal agencies, State and local governments, Tribal governments, businesses, organizations or individuals
  - This may include:
    - "Backyard garden" conservation efforts
    - Private individuals

- Although I've labeled the title of this webinar as a tutorial for Backyard Gardens, a more accurate title might be a tutorial for conservation efforts that are not associated with a conservation plan.
- Our applicable policies define a plan as a conservation agreement, conservation plan, management plan, or similar document approved by Federal agencies, State and local governments, Tribal governments, businesses, organizations or individuals.
- If your conservation effort is not associated with or being guided by such a document, then this tutorial is for you.
- Private individuals that are planting pollinator gardens in their backyards are likely to fall into this category.

Getting Started

- Step 1: Register for access to the web application

- Step 2: What information is required?

- Step 3: Data Entry

- There are 3 basic steps to get started:
  - Registering for access to the MCD web application
  - Identifying what information will be required
  - Data Entry

Step 1: Register

- Email FW3_monarchconservation@fws.gov
  - Provide your:
    - Name
    - Organization
    - Email address
    - Phone number (optional)
- You will receive an email back with
  - A link to the FWS ECOS webpage
  - A temporary password
- Upon your initial login
  - Accept the disclaimers
  - Change your password

- In order to register for access to the web application, send an email to FW3_monarchconservation@fws.gov and provide your
  - Name
  - Organization
  - Email address
  - Phone number (which is optional – it gives us another way to contact you), and
- Before you submit your information, you may want to read through the disclaimers provided on the MCD website that explain what we do with your data and your privacy rights.
- Once you have been approved, you will get an email from the Fish and Wildlife Service's Environmental Conservation Online System (or ECOS) Helpdesk with a link to logon to the ECOS public homepage, a user name (which will be your email address), and temporary password.
- You will have 24 hours to logon to ECOS, access your profile, and change your temporary password. If more than 24 hours have passed, you'll need to email FW3_monarchconservation@fws.gov again to let us know that your temporary password has expired.
- Upon your initial login, you will be prompted to officially acknowledge that you have read and understood the disclaimers.
- After you have successfully changed your password, look for a link to the MCD web application on the ECOS homepage.

Step 2: What Information is Required

Effort	
Site	Activity
Site Name	Activity
Implementing organization	Sub-activity
Baseline land use classification	Status
Land use classification post effort (if different from baseline)	Start date
Acres	Milkweed Density
State/County	

- Once you have access to the MCD web application, you may want to review the information we are collecting. A full list is available in the Fields Table on the MCD website; this table shows the fields that we require in order to be able to evaluate your effort
- A conservation effort data record is composed of information about the site and the activity that is taking place at the site.
- Site information that we require includes:
  - A name for the site
  - The organization implementing the effort
  - The land use type of the site
  - The acres of the site, and
  - The State and County in which the site is located
- Activity information that we require includes:
  - The overarching activity or habitat management goal
  - The sub-activity or specific activity being implemented at the site
  - The implementation status of the activity
  - The approximate or anticipated start date of implementation
  - The baseline and post effort milkweed density at the site
- I'll provide additional information about these key fields when we go through the data entry demonstration

Before We Begin

- All plans and efforts displayed in the screen shots are examples and for illustrative purposes only!

- Before we go into the demo portion, please note that the efforts you'll see are examples and for illustrative purposes only.
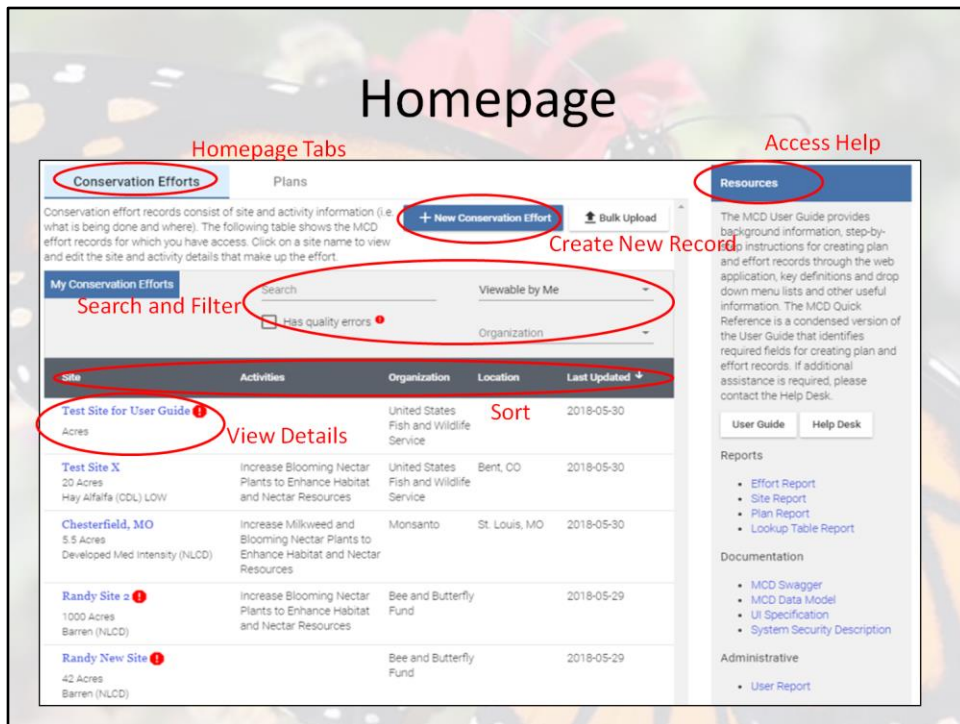
- As a quick orientation, there are 3 basic page types for an effort record
- This is what your Homepage will look like for conservation efforts
- To ensure that you are on the Conservation Efforts Homepage, make sure that the Conservation Efforts Tab is highlighted
- From the Conservation Efforts Homepage, you can:
    - Create a new effort record
    - Access help documents from the MCD webpage or the ECOS helpdesk
    - Search for specific efforts by using the search box, or filter for plans that meet certain accessibility, data quality, or author criteria
    - Sort records by the site name, conservation activities implemented at the site, implementing organization, site location, or date last updated
    - You can also click on individual site names to access the View page for that conservation effort and see and edit information
- Note that on your Conservation Efforts Homepage, you will only have access to those conservation effort records that you have created, you have been tagged as a collaborator on, or that you have been added as an editor to

- When you click on an individual site name, you are taken to the View page where you can view the details of the effort and you can also
    - Edit those details by clicking on the edit button
    - Delete the effort record
    - Identify any data quality issues such as missing fields through the yellow QA/QC box, and
    - Add other users as editors which will allow those users to be able to edit the record

- If we click on the "Edit" button from the View page, you can see that we can now edit and interact with all of the fields
- There are a few types of data entry fields to be aware of:
  - There are open text boxes
  - Drop down menus, some of which will be multiple check box drop down menus
  - Radio buttons
  - And drag and drop boxes
- Additionally, red asterisks mark required fields

- Now that we are oriented, we can star data entry.
- Again, start by making sure that the Conservation Efforts Tab is highlighted.
- Click the "New Conservation Effort" button.

Creating an Effort Record: Provide a Name

- You will be prompted to create a name for the site and select the organization leading implementation of the conservation effort.
- The Lead Organization Field is a drop down field. If you are not associated with an organization, you may select "Private Individual." If you are part of an organization but don't see it in the list please feel free to email me at FW3_monarchconservation@fws.gov.
- Click "Create Site" to be taken to the View page for the newly created conservation effort record.

Creating an Effort Record: View the Details

- From the view page that you can see that conservation effort records are divided up into 4 sections:
  - Site Details
  - Site Location
  - Conservation Activities, and
  - Site Habitat Gain
- The details in each of these sections can be edited by clicking on the blue buttons to the right of each section header.

- Starting with the Site details section, fill out the required fields marked with red asterisks and populate the other fields to the best of your ability if they apply to you. In this case the two required fields (Site Name and Lead Organization) are required but were populated during the initial effort record creation step.
- If you add other organizations as collaborators, all of the users who are a part of that organization will be able to view (but not edit) your record.
- Click "Save" to save your information and return to the View page.

Creating an Effort Record: View the Details

- The next step is to provide spatial information about the site. Start by clicking on the "Edit Spatial Method" button.

Creating an Effort Record: Edit the Site Spatial Details

- You'll be given two options for providing site spatial information:
  - You can provide a shapefile, or
  - You can manually choose the State and County in which your site is located
- Unfortunately, the upload a shapefile feature is not working at the moment but I will go through the process now and send an email blast to all users who would like to use this feature when it is up and running.
- Click on the "I will upload a shapefile for the site" button to provide a shapefile.

Creating an Effort Record: Edit the Site Spatial Details (Upload Shapefile)

- You can either drag and drop the shapefile delineating the site or browse for the shapefile in your file explorer to upload.
- Only you and users you have assigned as editors will have access to the shapefile if you provide one. If you do provide a shapefile, the acreage and counties will automatically be populated in the Site Location Details form which we'll get to shortly.
- At any point, you can delete your shapefile to upload a new one or delete and choose to provide your site spatial location by manually selecting counties by clicking on the "Manually Provide Site Spatial Details" button from the Edit site spatial page or

Creating an Effort Record: Edit the Site Spatial Details

- By clicking "I will choose U.S. counties for this site when initially clicking on the "Edit Spatial Method" button
- If you choose to manually provide site spatial details, you can do so by choosing the state and county in which the site is located.

Creating an Effort Record: Edit the Site Spatial Details (Select Counties)

- First choose the state, then choose the county.
- If dealing with multiple counties, they have to be added one at a time, however there is an add "All" counties option.
- Click the "Save" button to save your information and return to the View page

Creating an Effort Record: View the Details

- Finish providing site location information by clicking on "Edit Details" next to the Site Location section header

Creating an Effort Record: Edit the Site Location Details

- Here you can indicate the baseline land use and acres of site which you can see are required, and you can also provide information about the post effort land use if applicable and land ownership if you'd like.
- The land use type fields are drop down menus and a list of land use types and their definitions can be found in the User Guide, Quick Reference, or Land Use and Activities documents all available on the MCD website.
- If there are many land use types at the site or you cannot easily determine the dominant land use type, please use your best judgement or you may also select "Unspecified."
- Click the "Save" button to save your information and return to the View page.

Creating an Effort Record: View the Details

- You can add conservation activities to the effort record by clicking on the "Add an Activity" button.

Creating an Effort Record: Edit the Conservation Activities

- Again, populate the required information and fill-in the non-required fields if you can.
- The Habitat Management Goal (or Activity) and Sub-activity fields are also drop down menus. Similar to the land use types, you can find a list of all activity and sub-activity types and their definitions in the User Guide, Quick Reference, or Land Use and Activities documents on the MCD website.
- Click the "Save" button to save your information and return to the View page.

- The last step to completing an effort record is providing habitat gain information by clicking on the "Add" button.

Creating an Effort Record: Edit Site Gains

- These are very detailed metrics that are shared with the Monarch Joint Venture's Integrated Monarch Monitoring Program and the Environmental Defense Fund's Habitat Quality Tool.
- The only required field for this form is baseline and post effort Milkweed Density.
- If you are unable to provide accurate field data for milkweed density at your site, please refer to the Land Use and Activities table, User Guide, or Quick Reference (all available on the MCD website) for the "All Hands on Deck" Publication estimates for baseline and potential and amended milkweed density.
- For example, looking at the table, if the baseline land use was Grassland, you would look at the Estimated Baseline Milkweed Density column and note that the baseline milkweed density is 3.09 stems per acre which you would then enter as your baseline milkweed density.
- If the land use after implementation of the effort did not change, you would look at the Potential/Amended Milkweed Density column for Grassland and use 40 stems per acre as the post effort milkweed density.
- If the land use after implementation did change to Grassland PADUS Protected for example, then you would find the potential or amended milkweed density for the new land use and use 250 stems per acre as your post effort milkweed density.
- Click the "Save" button to save your information and return to the View

page.

Resources

- Please visit:
  https://www.fws.gov/savethemonarch/mcd.html to access useful resources, including:

  – A copy of this slide show

  – A comprehensive User Guide

  – A condensed version of the User Guide (Quick Reference)

  – Land Use and Activities Table

- As I mentioned during the presentation, you can visit the MCD website for key resources, including:
  - A copy of this slideshow along with the script
  - A comprehensive User Guide
  - A condensed version of the User Guide called the Quick Reference, and
  - The Land Use and Activities Table

THANKS!

- Contact us any time at:
  FW3_monarchconservation@fws.gov

- Visit us any time at:
  https://www.fws.gov/savethemonarch/mcd.html

- Thanks again for your interest in the Monarch Conservation Database. We greatly appreciate your taking the time to learn how to use the web application and provide critical data about your conservation efforts. Your data will help us better assess future conditions for monarchs and help us make an informed decision.
- As always, please contact us at any time at fw3_monarchconservation@fws.gov and visit the MCD web page at https://www.fws.gov/savethemonarch/mcd.html for important resources and updates.